

State Agency Calendar System Questionnaire

The Access Indiana Information Network state-wide calendar system will help inform the citizens of the state about what's going on in every corner of Indiana government. Please help us prepare your agency's calendar setup by answering a few short questions:

1. Who is the *primary* person in your organization that will be responsible for posting events to the calendar?

Name: _____

Email address: _____

Note: We will assign one password per agency to be used to access the calendar system

2. Select the default view that a user will first see when visiting your calendar (the user will have the option of changing the view as they browse):

☐ Yearly ☐ Monthly ☐ Weekly

3. What type of link do you want from your agency's home page to the calendar?

☐ Text link ☐ Standard graphic (see below) ☐ Custom graphic

4. With regard to the look of your calendar page, would you prefer

☐ Default (no design elements incorporated)

☐ Modeled after agency home page (contact AIIN)

5. Other comments/suggestions that will help us make the calendar system work best for your agency:

Please return this form to Brian Pittman Fax: 233-2011

